



WOODBURN POLICE DEPARTMENT

1060 Mt. Hood Avenue Woodburn, Oregon 97071

Phone: (503) 982-2345 FAX: (503) 982-2370

Scott D. Russell, Chief of Police

RECORDS REQUEST FORM

WOODBURN POLICE DEPT INCIDENT/CASE # _____

DATE OF INCIDENT: _____ TIME: _____ LOCATION: _____

INVOLVED PERSONS: _____

NAME OF PERSON/BUSINESS
REQUESTING RECORD: _____

STREET ADDRESS OF REQUESTOR: _____

PHONE #: _____ CONTACT PERSON: _____

AMOUNT ENCLOSED: _____ STAMPED, SELF-ADDRESSED
(See back of this form) _____ ENVELOPE ENCLOSED: YES NO*

***INCLUDE MAILING FEE, IF ENVELOPE NOT ENCLOSED.**

*****Please be advised your request will take approximately 10 business days to complete*****

FOR WOODBURN POLICE DEPARTMENT USE ONLY

We cannot supply the records you requested for the following reason:

_____ Cash, check, or money order not enclosed.

_____ We have no record involving this party/incident. Please check your information for accuracy.

_____ Not in our jurisdiction and/or department did not take a report. We suggest you contact:

_____ This case is still under investigation and cannot be released at this time. We can verify that the report was forwarded to the Marion County District Attorney's Office for prosecution.

_____ Other: _____

Cash _____ Mail _____ Date _____

Check/MO _____ Counter _____ Clerk _____

SCHEDULE OF FEES FOR COPIES & MAILING CHARGES

Copies of Police Reports	First two pages\$23.00 Each additional page\$1.00
Records Computer Scans	Per scan (per each calendar year).....\$16.00
Retrieval of Archived Records	Cost per hour (minimum \$12.25).....\$49.00
Copies of Reports	First two pages.....\$23.00 Each additional page.....\$1.00
Mailing/Postage	*Actual cost of mailing Minimum Charge.....\$1.00

*If a self-addressed stamped envelope is enclosed with the request, no mailing fee will be charged unless the actual cost of mailing is more.

These fees have been established by the Woodburn City Council.

We do not provide a billing service. Requests received without proper fees will be returned. We will accept cash, checks or money orders.

Thank you for your cooperation and assistance. This copy request procedure is designed to eliminate unnecessary delays in returning the requested copies to you and to alleviate the necessity for increasing fees. If you have any questions, or if we may be of further service, please contact us at the above address or by phone at (503) 982-2345.

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Procedures for requesting copies of Woodburn Police Department records:

1. Make requests on this form. Please make copies of this form as you need them. This side of the form need not be copied, but we recommend that you keep this copy to be used as a fee schedule and as a master copy. Please inform all your personnel of our copy procedures.
2. Enclose a self-addressed, stamped envelope. This will enable us to return your requests promptly.
3. Enclose payment. If you are unsure as to the length of the report please call our Records Division at (503) 982-2345. If you have a case number a Records Clerk will be able to advise you of the appropriate fees for that report.
4. Please make your requests by mail. You will be notified promptly when we have no report or if additional fees are required. This can only be done, however, if you have enclosed a stamped, self-addressed envelope.
5. Requests for copies of records by telephone cannot be honored. You may also come in person. If you come to our office to complete this form and make payment be advised that you may still have to wait 10 business days for your request to be processed.
Requesting records in person does not guarantee that you will receive those records the same business day.